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## **Executive Director's Report January 2015 (covering time period of November 24, 2014 – January 20, 2015)**

### *METRO Update*

Jason Kucsma, Executive Director, METRO, announced that he will be leaving the organization on January 28, 2015. He has accepted a position as the Deputy Director for the Toledo-Lucas County Public Library System in Ohio.

At METRO, Jason has been a strong leader and advocate for New York's libraries. Under his leadership, METRO has strengthened its role as a provider of professional development, training and networking opportunities for library staff at all levels. METRO has actively engaged in and grown as a leader in creating, preserving and publishing digital content, as demonstrated by METRO's administration of the Empire State Digital Network (ESDN). The ESDN is New York State's service hub of the Digital Public Library of America (DPLA) that was showcased at the WLS Annual Meeting in November 2014.

All of us at WLS thank Jason for his support of our activities and wish him well on his new position.

### *Plan of Service for 2017-2021*

Each New York State public library system must file a five-year plan of service document with the Division of Library Development (DLD).

The plan of service:

- Articulates the basic agreement between the State and the governing board of the system, which makes possible the payment of state aid to the system;
- Enumerates the mutual commitments, responsibilities and obligations of the system and its members;
- Shares the system's mission, goals, intended results and evaluation methods with its members; and
- Determines how the system meets the service needs of its community, region, and the State.

The plan of service template provided by DLD supports four major roles of public library systems:

- Supporting and strengthening member libraries;
- Facilitating equitable access to library services and resources directly to patrons/customers;

- Facilitating resource sharing among libraries; and
- Providing leadership for improving library services for all.

The new plan of service document must be submitted to DLD by October 1, 2016. I have already started working with the Public Libraries Directors Association's (PLDA) Executive Committee to discuss strategies for gathering feedback and data from the member libraries for the new plan. At the WLS Board meetings this year I will incorporate aspects of the plan of service planning process into board presentations and/or my reports. For the January 28<sup>th</sup> board meeting, I will provide a brief overview of how digital resources provided through WLS support our current plan of service and trends that might be reflected in the 2017-2021 document.

### **Library Trustees Association (LTA) of New York State's Annual Trustee Institute – May 1-2, 2015**

This year's Library Trustees Association (LTA) Annual Trustee Institute will be held on Friday, May 1<sup>st</sup>, and Saturday, May 2<sup>nd</sup>, in Syracuse, NY. The theme of the conference is *Crucial Connections*. Tentatively scheduled workshops will cover a range of topics including: *Understanding the Audit Process: How to Prepare for and Complete a State Audit*; *How Best to Connect with Elected Officials and the Library's Community*; and *Legal Issues: What Trustees Need To Know*. Details about the event are being finalized and more information is available on the LTA website at <http://librarytrustees.org/>. This event provides a good learning and networking opportunity for public library and public library system trustees. Limited funds are budgeted to support the reimbursement of expenses for WLS trustee training; and WLS trustees interested in attending the Institute should notify Elise Burke by Tuesday, March 24<sup>th</sup>.

### **Library Advocacy Day – Wednesday, February 25, 2015**

Library Advocacy Day is scheduled for Wednesday, February 25<sup>th</sup> in Albany, NY. Two advocacy priorities especially important for Westchester County this year include the full funding of State library aid at \$102.6 Million as mandated in State Education Law and total exemption of all public libraries and library systems from the MTA Payroll Tax. To manage a streamlined schedule for Westchester advocates, WLS will provide limited transportation to Albany via minivans and automobiles. Individuals interested in going should contact Elise Burke at 914-231-3225 or via email at [eburke@wlsmail.org](mailto:eburke@wlsmail.org). Governor Cuomo is scheduled to give his State of the State Address on January 21<sup>st</sup>; and once the Executive Budget is released, further details regarding Library Advocacy Day will be sent.

WLS is also coordinating an advocacy postcard initiative with the member libraries. These postcards will allow individuals not able to travel to Albany for Library Advocacy Day to show their support for libraries to their NYS Legislators.

### **Upcoming Events**

There are several exciting and educational programs scheduled for 2015. Highlighted below are a few of the upcoming events:

January 30-February 3 -- American Library Association (ALA) Midwinter Meeting;  
Chicago, IL

February 28 -- *Planned and Major Giving – Plain & Simple: Brunch & Conversation on Effective Strategies*; 10 AM – 12:30 PM  
Sam's of Gedney Way, White Plains

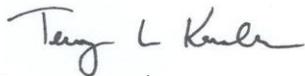
March 10 -- Trustee Institute: *Renovation or New Construction? Lessons from the Field on Making the Right Decision for your Library's Future*; 6-8 PM  
Dobbs Ferry Public Library

April 15 -- *Unlimited Possibilities @ Your Library: Celebrating Westchester's libraries Breakfast featuring Frank Bruni, The New York Times Op-Ed Columnist and former chief food critic*; 8:30 – 10 AM  
Abigail Kirsch's Tappan Hill, Tarrytown

May 1-2 – Library Trustees Association of New York State (LTA) Trustee Institute; General Registration begins on 5/1 between 4-9 PM and Programs held on 5/2 run between 9 AM – 3 PM  
Double Tree Inn, Syracuse, NY

June 3 -- Trustee Institute: *Open Meetings Law with Robert Freeman*, Executive Director, The Committee on Open Government; 6-8 PM  
Greenburgh Public Library

Respectfully submitted,



Terry L. Kirchner  
Executive Director

**LIST OF VISITS AND MEETINGS ATTENDED**  
**November 24, 2014 – January 20, 2015**

**NOVEMBER**

- 24 Elise Burke, Executive Assistant
- 25 Rob Caluori, Director of IT  
WLS Budget Committee  
WLS Board Meeting
- 26 Pat Braja, Director of Development  
Hui Sheng, Manager, eContent & Resource Sharing Services

**DECEMBER**

- 1 Elise Burke, Executive Assistant  
Workforce3 One Webinar: Performance Partnership Pilots (P3) Bidders Conference
- 2 Manhattanville College NonProfit Advisory Board  
Rob Caluori, Director of IT  
#GivingTuesday Celebration
- 3 NonProfit Westchester, MHA of Westchester  
WLS Staff Meeting  
Paulette Pellani, Program Administrator, Professional Development Center, Westchester  
Community College
- 4 Hudson Valley Gateway Chamber of Commerce Breakfast  
Webinar: Public Library Finance & Trustees Fiduciary Responsibilities  
Booklist Webinar—Why Your Library's Privacy Policy Matters  
Elena Falcone, Director, Public Innovation & Engagement (PIE)
- 5 Pat Braja, Director of Development  
Westchester County Senior Hall of Fame Awards Luncheon, Westchester Marriott, Tarrytown  
Teleconference with Mark Jacobs, JLL  
BiblioLabs, LLC: Cathy Suchisa, US Account Manager; Carolyn Morris, Vice President Digital  
Products
- 8 Elise Burke, Executive Assistant
- 9 Public Library Directors Association (PLDA) Database Committee  
Joe Levy, GoToMeeting Invitation - WLS- OneClickdigital updates  
Conference Call with Public Library Directors Organization (PULISDO) and NYS Division of  
Library Development: Bernie Margolis, Carol Desch
- 10 Pat Braja, Director of Development  
Hui Sheng, Manager, eContent & Resource Sharing Services  
WLS Staff Holiday Party  
Matt Enis, Associate Editor, Technology, *Library Journal*
- 11 Westchester Library Association (WLA) Board  
Sirsi Operations Conference Call  
Rob Caluori, Director of IT  
Elena Falcone, Director, Public Innovation & Engagement (PIE)  
You Are "Cause" For Celebration Holiday Gathering, CV Rich Mansion, White Plains
- 12 Impact 100 Westchester 2015 Grant Cycle Information Session, Greenburgh Public Library  
Rosemarie Gatzek, Director, Irvington Public Library
- 15 PLDA Finance/ILS committee chairs call  
Emily Sementilli, Gale Cengage  
Elise Burke, Executive Assistant
- 16 WVOX Radio Show: *New Rochelle Public Library on the Air* with Haina Just Michael,  
President, New Rochelle Public Library  
Kathy Halas, Executive Director, Child Care Council

*DECEMBER (continued)*

- 17 Pat Braja, Director of Development  
Rob Caluori, Director of IT  
Kathi Adams, SirsiDynix, Senior Library Relations Manager, re Patron Data Security Discussion  
Brodart: Sean McGowen, Sales Representative; Tom Sumpter, Compleat Book Services  
Regional Manager; WLS: Doug Wray, Manager, Cataloging Services; Melanie Carnes,  
Enterprise Administrator  
New Yorkers For Better Libraries Conference Call
- 18 PLDA General Membership Meeting & Holiday Luncheon, Eastchester Public Library  
PULISDO: Tax Freeze Discussion  
Elena Falcone, Director, Public Innovation & Engagement (PIE)
- 19 NonProfit Westchester Board, Greenburgh Public Library
- 23 Paulette Pellani, Program Administrator, Professional Development Center, Westchester  
Community College  
Rob Caluori, Director of IT
- 26-1/2 Vacation

**JANUARY 2015**

- 5 PLDA Executive Board  
Laura Rossi, Esq., Senior Programming Officer, Westchester Community Foundation; Pat  
Braja, Director of Development
- 6 Linda Smith, Library Administrator, Purchase Library  
Rob Caluori, Director of IT
- 7 NonProfit Westchester Program Committee  
Hui Sheng, Manager, eContent & Resource Sharing Services  
Pat Braja, Director of Development
- 8 WCA Breakfast with Rob Astorino, Westchester Marriott, Tarrytown  
Sirsi Operations Conference Call  
Douglas Wray, Manager, Cataloging Services  
Elena Falcone, Director, Public Innovation & Engagement (PIE)
- 9 Elise Burke, Executive Assistant
- 12 Susan Riley, Director, Mamaroneck Public Library; Beth Bermel, Director, Scarsdale Public  
Library
- 13 Rob Caluori, Director of IT  
Conference Call with Public Library Directors Organization (PULISDO) and NYS Division of  
Library Development: Bernie Margolis, Carol Desch  
*I Love My Library Card* Program Discussion with Pat Braja, Director of Development & Rob  
Caluori, Director of IT
- 14 Pat Braja, Director of Development  
The Powerful Women in Retail/Fashion, College of New Rochelle
- 15 PLDA General Membership Meeting  
Elena Falcone, Director, Public Innovation & Engagement (PIE)  
Webinar: *Discover BLUEcloud Cataloging*
- 16 Westchester County Task Force on Families, Westchester County Offices, White Plains
- 19 Elise Burke, Executive Assistant
- 20 Webinar: *BLUEcloud Analytics*